

1 **ALPINE SPRINGS COUNTY WATER DISTRICT**  
2 **MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING**  
3 **July 9, 2021**

4  
5 **NOTE: Due to continued COVID restrictions, this meeting was a “hybrid” of an in-person meeting for Board and staff**  
6 **and Zoom for additional attendees**  
7

8 **A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

9 President Grant called the meeting to order at 9:06 AM.

10  
11 Directors Present: President Janet S. Grant, Vice-President Janice Ganong, Dave Smelser, Evan Salke and  
12 Christine York

13 Directors Absent: None

14 Staff Present: General Manager Joseph Mueller, O&M Supervisor Miguel Ramirez, District CPA Mike  
15 Dobrowski, and Recording Secretary Judy Friedman

16  
17 Guests attending via teleconference included John Mecklenburg, Liz Zang, Sean Capiiaux, Michael  
18 Lightbody, and from NTFPD, Alan Whisler, Eric Horntvedt, and Steve Leighton. There may have been  
19 others on the call who did not identify themselves.  
20

21 **B. PUBLIC COMMENT**

22 Liz Zang read a statement regarding information on the District website noting historical requirements to  
23 provide a central sewer and water system that could serve fire flow needs. She feels it is time to upgrade the  
24 nearly 60-year-old system. Zang suggested the District involve the community in updating the Master Plan  
25 by soliciting help at the Valley-Wide meeting and that the process begin now.  
26

27 Michael Lightbody is on the Long-Range Planning Committee and said he will do more research so he can  
28 be a good resource for information.  
29

30 **C. APPROVAL OF MINUTES**

31 **C1) JUNE MINUTES**

32 **It was moved by Smelser and seconded by York to approve the minutes of the June 11, 2021 Regular**  
33 **Board meeting as amended. Motion carried unanimously.**  
34

35 **D. DEPARTMENT REPORTS**

36 **D1) FINANCIAL REPORT**

37 District CPA Mike Dobrowski presented the monthly and year-end financial reports. Invoices have been  
38 sent to customers and payments are starting to come in. Dobrowski and Mueller will determine the status of  
39 projects from the previous fiscal year and either close them out or carry them forward.  
40

41 **It was moved by Ganong and seconded by Smelser to approve the June financial reports as presented.**  
42 **Motion carried unanimously.**  
43

44 **It was moved by Smelser and seconded by York to approve payment of checks #31942 - #31992,**  
45 **payroll, and electronic transfers. Motion carried unanimously.**  
46

47 **D2) FIRE DEPARTMENT REPORT**

48 Chief Whisler reported Station 56 responded to 25 calls, three of which originated in Alpine Meadows.  
49 There is an increase in calls from last year and NTFPD is providing mutual aid in the area as appropriate.  
50

1 Grant asked about an ordinance complaint NTFPD responded to. Whisler explained it could have been a fire  
2 with logs or an open fire barbecue.

3  
4 In response to a question about defensible space and chipping, Horntvedt said people can sign up online.  
5

### 6 **D3) GENERAL MANAGER'S REPORT**

7 General Manager Mueller presented his written report for June 2021, which was included in today's meeting  
8 packets. He noted White Wolf's submittal to Placer County. The water supply plan simply states water will  
9 be purchased from ASCWD and White Wolf will provide the distribution. Mueller will continue to work  
10 with the developer to determine how water and sewer service will be provided.

11  
12 When the plans for the Snow Crest Tributary Restoration project are at 90%, community input will be  
13 solicited. The District will continue to coordinate as appropriate.  
14

15 Mueller reviewed his and the Office Manager activities over the past month. There was a discussion about  
16 the pros and cons of alternative work schedules and all the components that go into that decision. Housing is  
17 impacting the job market and all options for employees need to be considered.  
18

19 Per Board direction, Mueller investigated the requirements from Placer County regarding use of Park  
20 Dedication Fees for the park. The restrictions expire after 20 years, so now different fees can be charged to  
21 Alpine residents versus other users and the park could actually be closed to anyone other than property  
22 owners. A brief discussion followed. Staff was directed to work with Best, Best, & Krieger (BB&K) to draft  
23 a letter to the County stating the intention not to allow equal access to the park. The letter will be provided  
24 to ASCWD Board members prior to it being sent to the County. The Board can then determine the structure  
25 to be implemented.  
26

### 27 **D4) OPERATION & MAINTENANCE DEPARTMENT REPORT**

28 Operations & Maintenance Supervisor Miguel Ramirez presented the Water/Wastewater Report for June  
29 2021. All systems are operating normally. Ramirez described the maintenance performed during the month  
30 and showed photos of the manhole rehabilitation done by Mountain Pipeline. All lines are cleaned every  
31 three years on a rotating schedule.  
32

### 33 **D5) TTSA REPORT**

34 Smelser presented the report of June 16, 2021 TTSA meeting. IT Manager Bob Gray is retiring after 22  
35 years with TTSA. That kind of longevity speaks well for TTSA.  
36

## 37 **E. BUSINESS ITEMS FOR BOARD DISCUSSION & ACTION**

### 38 **E1) CALIFORNIA SPECIAL DISTRICTS ASSOCIATION DIRECTOR ELECTION**

39 **It was moved by Smelser and seconded by Ganong to cast the ASCWD vote for Noelle Mattock for**  
40 **CSDA Board Seat A. Motion carried unanimously.**  
41

### 42 **E2) ANNUAL AUDIT ENGAGEMENT LETTER & APPROPRIATIONS LIMITS** 43 **AGREEMENT WITH DAMORE HAMRIC & SCHNEIDER**

44 **It was moved by York and seconded by Smelser to approve the annual Audit Engagement Letter and**  
45 **Annual Agreed-Upon Procedures Engagement Letter for FY 2020/21 with Damore Hamric**  
46 **Schneider, Inc as presented Motion carried unanimously.**  
47

### 48 **E3) POLICY NUMBER:1.0.0 THROUGH 1.4.0**

49 The staff report on policies 1.0.0 through 1.4.0 was included in the meeting packet. Each policy was  
50 reviewed and the Board offered comments:  
51

1 **It was moved by Ganong and seconded by Smelser to approve Policy numbers 1.0.0 through 1.4.0 as**  
2 **amended:**

3 **1.0.0 Board of Directors Policy of Operations** – add “...budget, finance, *and long-term financial*  
4 *planning...*”

5 **1.1.0 Board of Directors Facility Operations and Maintenance** – add to #9, Recreation Areas

6 **1.2.0 Water Conservation** – Delete the first sentence. Add “District will contact customers informing them  
7 of mandatory restrictions”

8 **1.3.0 – Emergency Response Plan** – Change “Responsibility of the General Manager...” to “It is the  
9 responsibility of the General Manager to make the Emergency Response Plan available...”

10 **1.4.0 – Water Treatment Policy** - okay as presented

11 **Motion carried unanimously.**

#### 12 13 **E4) ADDITIONAL PARK FEES**

14 Mueller presented the proposal to charge an additional \$250 for group events bringing in a food truck or  
15 caterer that requires dedicated space and/or staff services. He noted other requests that incur additional staff  
16 time and costs, but is only recommending this for now.

17  
18 **It was moved by York and seconded by Smelser to include in the Park Fee Policy a \$250 fee for**  
19 **groups bringing in a food truck or caterer for an event. Motion carried unanimously.**

#### 20 21 **E5) JUNIPER MOUNTAIN FLOW TESTING**

22 Mueller presented the report on field hydrant flow tests done on three hydrants in the upper Juniper  
23 Mountain area. The report included dates of testing, methods, and results.

24  
25 The topic was open to public comment. Sean Capiaux discussed the previous reports that he believed  
26 resulted in the need to install a sprinkler system for his project.

#### 27 28 **F. COMMITTEE REPORTS**

##### 29 **F1) BUDGET & FINANCE COMMITTEE (PRESIDENT GRANT) met July 8<sup>th</sup> , 2021.**

30 Grant reported on the July 8, 2021 Committee meeting. The Committee recommends approving a request to  
31 adjust connection fees for new construction at 1510 Upper Bench Road.

32  
33 **It was moved by York and seconded by Smelser to adjust connection fees at 1510 Upper Bench Road.**  
34 **Motion carried unanimously.**

35  
36 **It was moved by York and seconded by Smelser to deny a request to waive fees for lack of use. Motion**  
37 **carried unanimously.**

##### 38 39 **F2) PARK, RECREATION & GREENBELT COMMITTEE (DIRECTOR YORK)**

40 York reported the Committee will coordinate with the Fire Wise group on the July 31 work-day. The  
41 Committee will meet on July 22 to prioritize defensible space projects and consider options for grants to  
42 address District-owned parcels. Some parcels are quite remote and may require hiring a contractor to do the  
43 work.

44  
45 The Wild Flower Walk was very successful with a lot of new people participating.

##### 46 47 **F3) LONG RANGE PLANNING COMMITTEE (DIRECTOR SMELSER)**

48 Mueller suggested this Committee could help with the consultant selection for the Strategic Plan. Per the  
49 Contracting Policy the General Manager, a Subcommittee, or the full Board can choose the consultant based  
50 on certain criteria. Mueller described the selection process and explained how that person or company will  
51 facilitate meetings to define and prioritize components of the Plan. Discussion followed. There was

1 consensus that Mueller should select the consultant. Board and community input will be included as the  
2 scope of work is defined.

3  
4 **F4) ADMINISTRATION & PERSONNEL COMMITTEE (DIRECTOR GANONG)**

5 Ganong presented the spreadsheet outlining action plans to match policies, with information provided by  
6 Committee chairs. Included were objectives, actions, who is responsible for what, and by when.

7  
8 Discussion followed as the document was reviewed and revised. Ganong will do the updates on the  
9 spreadsheet. Mueller will write an accompanying staff report and the item will be presented for Board action  
10 at the August meeting.

11  
12 **G. OPEN ITEMS**

13 No items were presented.

14  
15 **H. CORRESPONDENCE TO THE BOARD**

16 Sean Capioux submitted a letter requesting \$13,000 in reparations for installation of a sprinkler system. This  
17 item will be on the August agenda for the Board to consider in Closed Session.

18  
19 **I. CLOSED SESSION**

20 **GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE**  
21 **EVALUATION**

22 This item was tabled.

23  
24 **J. DIRECTORS' COMMENTS**

25 Mueller asked the Board to consider whether to continue hybrid meetings and when to reconvene in-person.  
26 A discussion followed and the increase in community participation realized during Zoom meetings was  
27 acknowledged. Mueller was asked to investigate costs for live-streaming meetings or other ways the public  
28 can watch meetings and possibly offer comment. Liz Zang likes the Zoom option so the public can attend  
29 and comment. Hearing more opinions is a benefit to the District.

30  
31 Ganong noted a long-term rental home without a bear box. Mueller will send the owner a letter reminding  
32 them of the policy and encouraging compliance.

33  
34 **K. ADJOURNMENT**

35 There being no further business to come before the Board, the meeting was adjourned at 12:47 PM. The  
36 next regularly scheduled Board meeting is Friday August 13, 2021 at 9:00 AM.

37  
38 Respectfully Submitted,

39 Judy Friedman

40 Recording Secretary

41 THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS  
42